

ADJUSTMENT PAYROLL (PT) TABLE ENTRY FORM

ORG: _____

PREPARED BY: _____ DATE: _____

ENTERED BY: _____ DATE: _____

FUNCTION ☐ (A=Add, C=Change, D=Delete, P=Print Table, U=Gen Record, W=Print Record)

POSITION

EMPLOYEE NUMBER

FFY

YEAR-MONTH

PAYMENT TYPE ☐

PAYMENT SUFFIX ☐

CLEARANCE

CLASS TYPE ☐

SCO HOURS

GROSS PAY

RETIREMENT

OASDI

HEALTH

DENTAL

LIFE INSURANCE

VISION

MEDICARE

OTHER

P=PRINT FUNCTION SELECTED:

REPORT DESTINATION

☐

(F=Report File only, P=Printer Output & Report File, O=Overnight Printer Output)

ADDITIONAL YEAR-MONTH TO PRINT

R=RECALL MAINT FUNCTION SELECTED, ACTION(S) TO RECALL